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ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

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8 May 1952

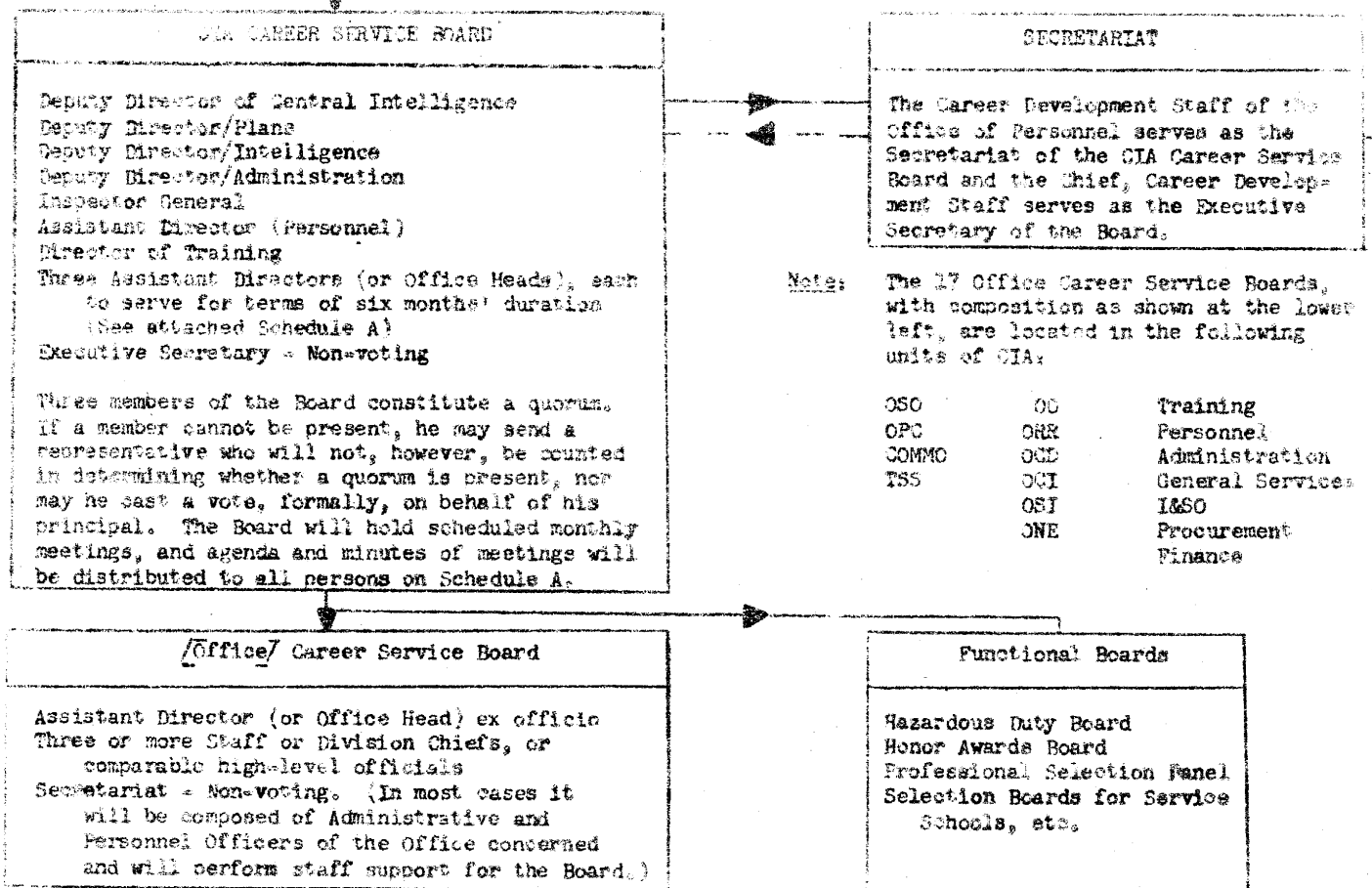
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I. Organization of the CAREER SERVICE BOARDS



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**III. Functions of the Secretariat of the CIA Career Service Board**

- 1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.**
- 2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:**
  - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.**
  - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.**
  - c. Initiating and supervising such studies as are needed to improve the Career Service Program.**
  - d. Assisting Office Career Service Boards in effecting rotation appointments.**
  - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.**
  - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.**
  - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.**

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• II. Functions of the CIA Career Service Board

1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
2. Supervises and reviews the functioning of Office Career Service Boards.
3. Establishes and maintains an Executive Inventory (GS 15 and above).
4. Makes recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
5. Reviews evaluation of personnel contained in the Executive Inventory and recommends rotation programs for their further development.
6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)
7. Supervises supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as, Hazardous Duty Board, Honor Awards Board, Selection Board for Service Schools, Professional Selection Panel, etc., drawing on Agency personnel as necessary.
8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

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IV. Functions of an Office Career Service Board

1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
  - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
  - b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
  - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.
  - d. Recommending cancellation or continuance of career development actions.
  - e. Participating in the development and execution of approved extra-Office rotation systems.
  - f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
  - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
  - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
  - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

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Schedule A

Tours of Duty

of

ASSISTANT DIRECTORS (or Office Heads)

with the CIA CAREER SERVICE BOARD

1. According to the following schedule there is at all times an Assistant Director, serving as a member of the Board, from each of the principal areas of command, DD/P, DD/I and DD/A. Since each individual serves for a term of six months, and since the number of available individuals in each area is different, the rotation cycle varies in each area of command as follows:

DD/P area  
5 available  
cycle complete  
in 30 months

DD/I area  
7 available  
cycle complete  
in 42 months

DD/A area  
7 available  
cycle complete  
in 42 months

Jul 52-Aug 52 ADSO  
Sep 52-Feb 53 ADPC  
Mar 53-Aug 53 ADCO  
Sep 53-Feb 54 ADD/P/Admin  
Mar 54-Aug 54 AC/TSS  
Sep 54-Feb 55 ADSO  
Mar 55-Aug 55 ADPC  
Sep 55-Feb 56 ADCO

etc.

Jul 52-Oct 52 ADCI  
Nov 52-Apr 53 ADCD  
May 53-Oct 53 ADCO  
Nov 53-Apr 54 ADSI  
May 54-Oct 54 ADRR  
Nov 54-Apr 55 ADNE  
May 55-Oct 55 ADIC  
Nov 55-Apr 56 ADCI

etc.

Jul 52-Dec 52 Security Officer  
Jan 53-Jun 53 General Counsel  
Jul 53-Dec 53 Chief, Medical Staff  
Jan 54-Jun 54 ADD/A  
Jul 54-Dec 54 Comptroller  
Jan 55-Jun 55 Chief, Proc. & Supply  
Jul 55-Dec 55 Chief, Gen. Services  
Jan 56-Jun 56 Security Officer

etc.

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## 2. Retirement and Replacement Schedule

Jul-Aug 1952 ADSO ADCI Security Officer	Mar-Apr 1954 ADSI ADD/A AC/TSS
Sep-Oct 1952 ADCI Security Officer ADPC	May-Jun 1954 ADD/A AC/TSS AD/RR
Nov-Dec 1952 Security Officer ADPC ADCD	Jul-Aug 1954 AC/TSS AD/RR Comptroller
Jan-Feb 1953 ADPC ADCD General Counsel	Sep-Oct 1954 AD/RR Comptroller ADSO
Mar-Apr 1953 ADCD General Counsel ADCO	Nov-Dec 1954 Comptroller ADSO ADNE
May-Jun 1953 General Counsel ADCO ADOO	Jan-Feb 1955 ADSO ADNE Chief, Procurement and Supply
Jul-Aug 1953 ADCO ADOO Chief, Medical Staff	Mar-Apr 1955 ADNE Chief, Procurement and Supply ADPC
Sep-Oct 1953 ADOO Chief, Medical Staff ADD/P/Admin	May-Jun 1955 Chief, Procurement and Supply ADPC ADIC
Nov-Dec 1953 Chief, Medical Staff ADD/P/Admin ADSI	Jul-Aug 1955 ADPC ADIC Chief, General Services
Jan-Feb 1954 ADD/P/Admin ADSI ADD/A	Sep-Oct 1955 ADIC Chief, General Services ADCO

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## Schedule B

## ROTATION LOAN SLOTS

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation appointment will be carried against these slots. These slots will only be used to effect rotation appointments when "exchange" rotation is not practical.
2. The allotments of Rotation Slots are as follows:

<u>Unit</u>		<u>Total</u>
Office of the DCI	1	1
Office of the DDCI Training	1	1
Office of the DD/P		
DD/P	1	
AD/OPC	6	
AD/CSO	1	
AD/COMMO	3	
TSS	1	
OO	2	
		17
Office of the DD/I		
DD/I	1	
OCD	2	
ONE	3	
OCI	3	
ORR	1	
OSI	1	
		16
Office of the DD/A		
DD/A	1	
Personnel	1	
Procurement	1	
Finance	1	
I&S	1	
		5
Held in reserve by the CIA Career Service Board		10

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TOTAL

50

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